



**KANSAS WIC POLICY MEMORANDUM**  
**KANSAS-WIC-P-2013-03**

**TO:** Parent and Sub-Agencies

**FROM:** Dave Thomason  
Nutrition & WIC Services Director

**DATE:** February 28, 2013

**RE:** PPM – Revisions to FCI: 02.06.00 – Direct Shipments of Specialized Formulas

**PPM – Revisions to FCI: 02.06.00 – Direct Shipments of Specialized Formulas**

Effective March 1, 2013, the Kansas WIC Program has revised policy [FCI: 02.06.00 – Direct Shipments of Specialized Formulas](#) to allow caregiver/proxy to sign the electronic signature pad or actual check stubs to acknowledge receipt of the formula. Clinics with clients receiving these products have already been contacted and provided with more detailed instructions. The policy also now includes a more complete list of the information that is required when requesting formula to be ordered and more detailed information that needs to be tracked by the LA.

**ACTION REQUIRED:** Notify all staff members of this change. Contact Sandy Perkins at 785-296-1323 or [sperkins@kdheks.gov](mailto:sperkins@kdheks.gov) if you get a new request for any formula or medical food that falls under the “direct ship” policy.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.

Enclosures: